

DISPATCH

CLASSIFICATION

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PROCESSING

TO	Chief, Finance Division	PROPOSED	ACTION	ACCOMPLISHED
INFO.		X	MARKED FOR INDEXING	
FROM	Chief, [REDACTED]		NO INDEXING REQUIRED	
25X1A			ONLY QUALIFIED HEADQUARTERS DESK CAN JUDGE INDEXING	
SUBJECT	Visits [REDACTED]		ABSTRACT	
			MICROFILM	
ACTION REQUIRED - REFERENCES				

Action Required: As indicated.

25X1A References: A. [REDACTED] 18 February 1963
 B. [REDACTED] 1 March 1963
 C. [REDACTED] 8 March 1963
 D. [REDACTED] 11 March 1963
 E. [REDACTED] 8 March 1963

25X1A 1. Chief, [REDACTED] personally visited the above stations during the period 3-26 February 1963. References (b) through (e) list his findings and suggestions as written to the Chiefs of Stations.

2. Unfortunately no considerable improvement since the audit period was noted in any of the stations:

25X1A a) [REDACTED] the custodian at [REDACTED] may be suffering from [REDACTED] sickness. [REDACTED]

25X1A Apparently this is the case with this employee. While she may be qualified and apparently has done creditable work in other stations she is not fulfilling her required duties [REDACTED]. According to our understanding her tour will be up during June/July 1963. In our opinion her tour should not be extended and she should remain at Headquarters for a tour after completion of her home leave. [REDACTED] should not be assigned to the [REDACTED] area at that time.

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(continued)

CONFIDENTIAL

DATE TYPED	DATE DISPATCHED
11 March 63	11 MAR 1963
DISPATCH SYMBOL AND NUMBER	
[REDACTED]	
HEADQUARTERS FILE NUMBER	
[REDACTED]	

CONFIDENTIAL**CONTINUATION OF
DISPATCH**

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DISPATCH SYMBOL AND NUMBER

25X1A

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25X1A

b) [REDACTED] the custodian [REDACTED] is not doing creditable work at this station nor does he display any interest in his work. During January 1963 he requested return to Headquarters after completion of one year which would be after 19 April 1963. This request should be fulfilled soonest. While there may be a personality conflict here the individual is not producing.

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c) [REDACTED] custodian at [REDACTED] is a qualified employee who will be replaced as custodian this month. He will remain on Base for an additional few months assisting in KUCUB and in operations. Chief, [REDACTED] feels that consideration be given this employee in future assignments.

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d) [REDACTED] custodian [REDACTED] is an "operator" who has shown no improvement. Chief [REDACTED] had many conversations with Chief of Station, [REDACTED] regarding his work. The Chief of Station is forced to spend too much of his time in administration. This employee's tour is up in November 1963. Unless considerable improvement is shown the Chief of Station may request his return earlier. Chief, [REDACTED] does not recommend any extension for this employee.

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A [REDACTED] representative will visit these stations again during May/June 1963 in the hope that more frequent visits will assist these stations.

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3. Since there are no guidelines regarding the reporting of [REDACTED] visits to the various stations and since there are no previous dispatches covering such visits located in [REDACTED] files [REDACTED] would appreciate a frank appraisal from Chief, Finance as to the desirability of preparing such dispatches. Of course the [REDACTED] representative reviews each finding noted in the dispatch in detail with the Chief of Station and the custodian. We do not want to get the reputation of being "fault finders" since our function is to assist and not to criticize. Shall [REDACTED] furnish Chief, Finance with personality reviews covering the custodian where it is felt advisable?

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Una by
C/WH/Support
[REDACTED]

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Finance does not
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USE PREVIOUS EDITION.

CLASSIFICATION

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